

Washington County

Job Description



Title:	Meal Site Coordinator	Code:	
Division:	Operations	Effective Date:	06/10
Department:	Council on Aging	Last Revised:	11/12
Career Service:	No	FLSA:	Yes

GENERAL PURPOSE

Performs a variety of duties related to planning and coordinating the day-to-day operations of a senior citizen meal site center including food services and limited recreational functions.

SUPERVISION RECEIVED

Works under the guidance and direction of the Hurricane Senior Center Supervisor.

SUPERVISION EXERCISED

Provides close supervision to servers and volunteers.

ESSENTIAL FUNCTIONS

Monitors the safe and efficient handling of delivered food. Ensures food is kept at proper temperatures.

Coordinates daily operations of a senior citizen meal site; schedules limited recreational functions to promote senior citizen activity.

Monitors general needs of senior citizen patrons; refers individuals to various help agencies as required, such as home health, family life services, legal services, mental health, etc.

Coordinates other information and referral services such as outreach, recreation, health service, friendly visits, telephone assurance and transportation; maintains daily record of activities and level of participation; submits monthly report.

Participates in recruitment, selection orientation, training of volunteers; orients volunteers to duties.

Reviews and evaluates worker volunteer performance; establishes performance standards and goals; makes recommendations related to volunteer recognition, retention, and dismissal.

Assists in the general organization and serving of daily meals, greets, checks names, counts money, makes announcements, etc.

Collects and enters data for state, federal and other funding programs.

Submits monthly and quarterly reports to state, federal and any other department or office as required.

Attend all meetings and trainings.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience

A. Graduation from high school,

AND

B. Two (2) years of experience in institutional, restaurant, or related food services,

OR

C. Any equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Working knowledge of general business management and facilities operations; basic computer knowledge with word processing and spreadsheet experience, time management and scheduling English grammar, spelling and general writing techniques; telephone etiquette. Some knowledge of record keeping systems and procedures; basic budget development and management; principles of supervision, Interpersonal communication skills; **some knowledge of** local government processes and functions; first aid, safety standards, sanitation standards, and gerontology; food born diseases.

Ability to exercise initiative and independent judgment and to react resourcefully under varying conditions; organize and maintain time schedules; supervise and evaluate volunteer performance; communicate effectively verbally and in writing; establish and maintain effective working relationships with workers, volunteers, other agencies and the public.

3. Special Qualifications:

Must possess a valid Utah Driver's License.

Must take a defensive driving course and obtain a certificate within 3 months of employment.

Must obtain a Utah State Food Handlers Permit within 2 months of employment.

Must submit to and pass a criminal background check.

Must take and pass a pre-employment drug test.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. . Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

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